DOCUMENT RESUME

ED 052 794 LI 002 939

AUTHOR	Callaway, Evelyn, Ed.
TITLE	Nebraska Library Trustees Manual.
INSTITUTION	Nebraska Library Trustee Association.
PUB DATE	71
NOTE	23p.; (10 references)
EDRS PRICE	EDRS Price MF-$0.65 HC-$3.29
DESCRIPTORS	Financial Support, *Library Cooperation, *Library Networks, Library Services, Library Standards, Manuals, *Public Libraries, *Regional Libraries, *Trustees
IDENTIFIERS	Library Role, *Nebraska

ABSTRACT

Increased recognition of the public library in Nebraska came about in 1901 with the establishment of the Nebraska Public Library Commission. In the seventy years of the Commission's history, the number has grown to 260 public libraries. With the establishment of regional library systems on a cooperative, contractual basis in Nebraska, in 1957, all libraries (large and small) began working together. In 1970, when multi-regional networks were begun, even the smallest public library became an important channeling agency for its area, through a telephone-teletype arrangement. This year, new emphasis is being placed on the individual role of each library in the state: its service areas; its financial support; and its measurement with appropriate standards. This manual for trustees, along with the new Nebraska interim standards and rating steps, will assist even the smallest library to achieve its important goal of good library service to its community. (Author)

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY

NEBRASKA LIBRARY TRUSTEES MANUAL

Nebraska Library Trustee Association
1971

LI 002 939
ED052794

1

TABLE OF CONTENTS

Introduction

The Public Library in Nebraska

A Good Library

Qualifications of Trustees

Duties of Trustees

The Library Policy

Book Selection Policy

The Business of the Board

Library Networks

Friends of the Library

Organizations and Conferences

The Library Bill of Rights

The Bookshelf

Appendix I - Orientation of New Trustees

Appendix II - Bylaws, Nebraska Library Trustee Association

2

INTRODUCTION

This manual was developed by the combined talents of many Trustees with the fine additions and editorial assistance of Mrs. Evelyn Callaway, Library Consultant, Nebraska Public Library Commission. It belongs to all Trustees in the state and questions and additions are sought for future editions and revisions.

Mrs. Grace Burkholder, Trustee
Public Library, Cozad
1969/70 Chairman, Nebraska Library Trustee Association

Mrs. Betty Rae Whitlock, Trustee
Public Library, Holdrege
1970/71 Chairman, Nebraska Library Trustee Association

3

THE PUBLIC LIBRARY IN NEBRASKA

Increased recognition of the public library in Nebraska came about in 1901 when the legislature established the Nebraska Public Library Commission for the expressed purpose of assisting in the development of public libraries. In the seventy years of the Commission's history, the number has grown to 260 public libraries.

With the establishment of regional library systems on a cooperative, contractual basis in Nebraska, in 1957, all libraries (large and small) began working together. In 1970, when multi-regional networks were begun, even the smallest public library became an important channeling agency for its area, through a telephone-teletype arrangement.

This year, new emphasis is being placed on the individual role of each library in the state: its service area; its financial support; and its measurement with appropriate standards. This manual for trustees, along with the new Nebraska interim standards and rating steps, will assist even the smallest library to achieve its important goal of good library service to its community.

Federal and state aid must be granted according to some type of formula and incentive becomes the key factor. The Commission urges each library board to use these new tools regularly and well in order to qualify for full participation in any statewide plan for library services.

Mrs. Jane P. Geske
Interim Executive Secretary
Nebraska Public Library Commission

A GOOD LIBRARY

A GOOD LIBRARY PROVIDES:

The best collection of books and other materials that is possible to acquire.
Impartial service and assistance to all users.
Guidance and stimulation to improve reading for all age groups in the community through newspapers, radio and television publicity; reports to special interest groups; services to rest homes, blind and physically handicapped; sponsoring book reviews and Great Book's Clubs, story hour, film showings, etc.

A GOOD LIBRARY HAS:

Intelligent and interested trustees.
A competent library staff to give the best service.
Long-range plans for development and expansion to keep pace with community needs.
A budget adequate to carry out these plans.
An adequate building in a good location, equipped to serve the public in all capacities.

A GOOD LIBRARY COOPERATES:

With other libraries and librarians through regional and state library networks.

A GOOD PUBLIC LIBRARY IS SERVICE TO ALL PEOPLE

QUALIFICATIONS OF TRUSTEES

A PUBLIC LIBRARY TRUSTEE SHOULD HAVE:

An understanding of the community, its needs and resources.
Time to attend meetings and to work for library objectives.
An open mind to study and keep informed on library development and trends.
A willingness to present to the tax-levying agency the needs of the library and to exert every effort to insure the necessary funds.

A PUBLIC LIBRARY BOARD OF TRUSTEES SHOULD HAVE:

A diversity of interests and occupations.
Vitality and continuity through regular appointment of new members for definite, staggered terms.
Contacts with community leaders and organizations.
Knowledge of the standards libraries should meet.
Knowledge of the legal authority, the state statutes, the local ordinances, and the board regulations under which the library operates.

APPOINTMENT TO A LIBRARY BOARD CONSTITUTES A PUBLIC TRUST

6

DUTIES OF TRUSTEES

Select a competent librarian. (This is the single, most important duty of a Board.)
Formulate a written policy to govern the operation of the library.
Work for adequate financial support of the library.
Study and support legislation to improve library service.
Participate in regional, state and national trustee activities through membership in library organizations and attendance at meetings.

THE BOARD AND THE LIBRARIAN SHARE THE RESPONSIBILITY FOR:

Interpreting the library to the public through good public relations.
Preparing the budget and defending it at budget hearings.
Planning for growth and improvement of the library and library service.

THE LIBRARIAN HAS FULL RESPONSIBILITY FOR:

Purchase of books and library materials consistent with the policy determined by the board.
Supervision of programs and services.
Personnel selection and management.
Financial records and the presentation of a financial summary at each board meeting.
Attendance at all board meetings except those which consider his employment, salary, and performance.

THE LIBRARY BOARD SELECTS A COMPETENT LIBRARIAN AND ESTABLISHES POLICIES: THE LIBRARIAN ADMINISTERS THE LIBRARY UNDER THOSE POLICIES

7

THE LIBRARY POLICY IS A WRITTEN GUIDE TO:

OBJECTIVES AND GOALS–suitable to the needs of the community.

OPERATION–hours open, fines and fees, holidays, acceptance of gifts and memorials, use of library facilities and equipment.

PERSONNEL–pay schedules, qualifications for staff positions, hours of staff duty, retirement, sick leave, vacation, payment of association dues and expenses for staff and trustees to attend professional meetings.

SERVICE–non-resident borrowers, special groups, services to schools, hospitals, and community organizations, extension of services through bookmobiles and branches, public relations and publicity.

BOOK SELECTION–type and quality of materials added to the library collections, the library's stand on controversial matter, support of the Library Bill of Rights and the Freedom to Read Statement.

The library board should be receptive toward needed changes and revisions of policy in order to meet situations which arise. This means yearly evaluation of service and goals. Policy statements should be clear, yet expressed in broad terms since they are a basis for procedure and do not include details of procedure. They should be in accord with the purpose and legal basis of the library. Once adopted, a policy should have the unanimous support of the entire board, librarian, and staff.

WRITTEN POLICIES PREVENT MISUNDERSTANDINGS AND GIVE GUIDANCE TO TRUSTEES AND LIBRARY STAFF

BOOK SELECTION POLICY: THE BOARD'S RESPONSIBILITY

The book selection policy should make clear the determination of the board to defend the principles of the freedom to read. Books selected should reflect the varied backgrounds, interests, religious, ethnic groups and educational levels of the American community; they should present conflicting opinions and opposite points of view on matters of public interest in accordance with an unbiased and objective criterion. The policy should make absolutely clear that censorship of books is an individual matter and should not impose restrictions on others. The total and unconditional support of the librarian by the trustees is the best means of preserving the freedom to read for all Americans.

BOOK SELECTION: THE LIBRARIAN'S RESPONSIBILITY

Book selection within the framework of the policy is one of the chief duties and responsibilities of the librarian. With the help of professional book review media (such as A.L.A. Book List and Library Journal), the librarian should carry out the actual purchases in making a balanced selection for the library shelves. Approximately one-fourth of the budget should be spent for children's books. The trustees should not assume this administrative function. If the library is too small or impoverished to have the services of a competent librarian, the advice of the state library agency should be sought.

As part of the librarian's duty to choose the proper books for the library goes the added responsibility for systematic weeding and discarding of books--from five to ten per cent of the collection annually. These are books no longer useful, containing outdated or incorrect information, or in poor physical condition. The shelves of a good public library should present fresh, timely materials in attractive covers and readable type. A binding budget should keep in good condition the older, still useful volumes.

THE FREEDOM TO READ IS THE PUBLIC'S RIGHT

9

THE BUSINESS OF THE BOARD

Every board meeting has three essentials:

1. A quorum of its members
2. A well-prepared agenda
3. An alert and informed chairman

An effective board must be fully aware of its purpose as a board and must see that each new member receives complete orientation (see Appendix I). An effective board meeting has every member in attendance. Willingness to attend board meetings is a primary responsibility of trusteeship.

The board should have bylaws which provide for monthly meetings, designate officers and outline their duties, establish a quorum, set up procedures for special meetings and committees, and determine how the bylaws should be amended. Some boards appoint the librarian as secretary of their meetings.

The board chairman and the librarian should prepare the agenda for each meeting and send copies in advance to board members to allow time for prior study of items to be discussed. A well-prepared agenda helps make the meeting efficient. It expedites decisions and forestalls needless discussions.

THE ORDER OF BUSINESS:

Call to order
Recording of members present, absent and guests
Approval of minutes of previous meeting
Correspondence and communications
Financial report and approval of expenditures
Librarian's report
Reports of committees
Unfinished business
New business
Adjournment

THERE ARE NO PROXIES IN FULFILLING THE PUBLIC'S TRUST

11

LIBRARY NETWORKS

Library trustees should be aware of advantages to be gained by cooperation, and give support to the state plan for library service. Regional and state library systems are established for the purpose of improving and expanding existing library services. Neither loss of local identity nor of local control follows participation in the system. Through the state library system, joined by a telecommunications network, small public libraries may receive:

Books, periodicals, films and related library materials
Technical advisory service
Reference service and special materials unavailable in small libraries.

The goal of the Nebraska state plan is to make a community library easily accessible to every user, connecting him with the total resources of his area, state and the nation.

LIBRARY SYSTEMS MAKE GOOD LIBRARY SERVICE POSSIBLE EVERYWHERE

FRIENDS OF THE LIBRARY

Friends of the library are citizens of the community, particularly former trustees, whose awareness of the library and its importance makes them willing to work for its progress. They function as organized groups which create public support and good public relations for the library. Library trustees should promote formation of a Friends group and give guidance by suggesting appropriate activities to help meet the library's needs:

Encouraging monetary gifts to the library (tax deductible)
Promoting memorial giving
Supporting legislation which advances library service
Campaigning for new library buildings or improvement of existing facilities
Offering volunteer help in the library
Interesting young people in library careers
Participating in National Library Week activities
Enlisting civic leaders in promoting better library service.

FRIENDS OF THE LIBRARY GIVE PUBLIC SUPPORT TO LOCAL LIBRARY PROGRAMS

13

ORGANIZATIONS AND CONFERENCES

Participation in trustee activities helps library board members gain familiarity with the library world. Membership in the trustee section of the Nebraska Library Association broadens the trustee's horizon and provides education in trusteeship. Contact at meetings with other library trustees enriches him in an exchange of knowledge and experience. The state organization provides an effective instrument through which to work for library legislation, to take part in movements affecting the welfare of libraries and to be heard outside the home community.

The quarterly bulletin published by the Nebraska Library Association provides members with a current source of information about leaders, activities and needs in Nebraska libraries. Membership in the Nebraska Library Association is the mark of a good trustee.

At the national level, membership in the A.L.A. Trustee Association, A.L.T.A., gives the trustee a broader area of operations. A.L.T.A. is a division of the American Library Association, the oldest and largest national library association in the world. Founded in 1876, its membership is made up of librarians, libraries, library trustees, and friends of libraries. The object of A.L.A. is to extend and improve library service and librarianship in each state and throughout the world. National conferences are held each year in different parts of the country. Dues are nominal and tax deductible. In joining the A.L.A., a trustee elects to become a member of the American Library Trustee Association and one other division. He receives a subscription to American Libraries, issued monthly.

To give the advantages of associations and conferences to each library trustee, the library budget should include:

Dues for membership

Expenses incurred by attendance at meetings.

Dues and expenses are a legitimate and necessary expenditure of the local public library.

MEMBERSHIP IN N.L.A. IS THE MARK OF A GOOD TRUSTEE

LIBRARY BILL OF RIGHTS

Adopted June 18, 1948 by the A.L.A. Council
Amended February 2, 1961, and June 27, 1967

The Council of the American Library Association reaffirms its belief in the following basic policies which should govern the services of all libraries.

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.

2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.

3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. The rights of an individual to the use of a library should not be denied or abridged because of his age, race, religion, national origins or social or political views.

6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public.

15

THE BOOKSHELF

BOOKS

Batchelder, Mildred, editor. PUBLIC LIBRARY TRUSTEES IN THE NINETEEN SIXTIES. 1969. Paperback -$2.00
Order Department: American Library Association
50 East Huron Street
Chicago, Illinois 60611

Holden, Barbara B. THE STATE TRUSTEE ORGANIZATION. 1967. Paperback - $1.00 American Library Association.

THE SMALL PUBLIC LIBRARY: A series of guides for community librarians and trustees. Series of 18 guides plus 17 supplements. Complete set - $9.00 American Library Association.

Wallace, Sarah Leslie, editor. FRIENDS OF THE LIBRARY: ORGANIZATION AND ACTIVITIES. 1962 Paperback - $2.50
A.M.S. Press, Inc.
56 East 13th Street
New York, New York 10003

White, Ruth M., editor. PUBLIC LIBRARY POLICIES--GENERAL AND SPECIFIC., revised edition. 1970 Paperback - $2.50
American Library Association.

Young, Virginia G., editor. THE LIBRARY TRUSTEE: A Practical Guide Book., 2nd edition. 1969-$8.25
R. R. Bowker Co.
1180 Avenue of the Americas
New York, New York 10036

16

PERIODICALS

AMERICAN LIBRARIES–Bulletin of the American Library Association. Available only to members of the American Library Association.

LIBRARY JOURNAL–Subscription $12.00 a year. Published by R. R. Bowker, Co.

THE PUBLIC LIBRARY TRUSTEE–Official publication of the American Library Trustee Association. Available only to members of A.L.T.A.

WILSON LIBRARY BULLETIN–Subscription $5.00 a year. Published by H. W. Wilson, Co., 950 University Avenue, Bronx, New York, N. Y. 10452

APPENDIX I

ORIENTATION OF NEW TRUSTEE

I. Welcome to New Members.

II. Brief History of Local Library.

Suggestions:

The beginning; the value of property, such as book collection, bookmobile, building and site,etc.;
The financial status, with source of income including local, state and/or federal grants;
A copy of budget;
List of personnel and pay scale;
Latest annual report;
Agendas of a few previous meetings;
Brief review of state library laws.

III. Responsibilities and Duties.

1. Make every one in community aware of the library.
2. Secure adequate financial support.
3. Encourage continued growth and development of library staff.

The library is the fourth cornerstone of American civilization and culture - the home, church, school and library. It is a patriotic duty to seek for the community the best library it can possibly afford.

IV. Trustee Organizations and Conferences.

Regional....Explain your own state map of regions or districts. Discuss when regional meetings are usually held. They bring together trustees and librarians where common problems are discussed, solutions offered and future plans made.

State..... Give purpose of organization. Discuss membership in state association, the dues, the divisions of state association with emphasis on trustee section and its executive board, and finally the meetings, where state and national matters of concern are discussed and future plans determined.

National....The American Library Association is the chief spokesman for the modern library movement in North America. It is an organization of libraries, librarians, trustees, and Friends of the Library.

V. Complete Tour of Library.

VI. Reading List for Trustees. (See the Bookshelf portion of the manual.) "For full section see Young, Virginia G., THE LIBRARY TRUSTEE: A Practical Guide Book., 2nd edition. Bowker".

19

APPENDIX II

Article I - NAME

The name of this organization shall be the NEBRASKA LIBRARY TRUSTEE ASSOCIATION, a section of the Nebraska Library Association.

Article II - PURPOSE

To act as a creative partner with the professional sections of the NLA and the Nebraska Public Library Commission to bring adequate library service to all citizens in Nebraska through promotion and study of legislation (both state and national) affecting libraries; by providing continuity of program and leadership within the organization; through concern for recruitment and development of competent personnel, adequate financing, and an enthusiastic program of public relations encouraging citizen support for libraries, as well as, to educate and inform trustees throughout the state, of library needs and services.

Article III - MEMBERSHIP

Section 1: Qualifications

Any member of the NLA actively interested in the purpose of this organization is eligible for membership.

Section 2: Dues

In conformance with the dues schedule adopted by the Nebraska Library Association, the chairman shall request the percentage of NLA dues to be allotted for use by the Trustee Section. Section finances shall be handled by the Treasurer of NLA.

Section 3: Only paid up members of NLA shall be qualified to vote at Trustee Section Business Meetings.

Article IV - OFFICERS, DUTIES, ELECTIONS AND VACANCIES

Section 1: Officers

The officers of this organization shall be Chairman; Vice-Chairman, Chairman Elect; Second Vice chairman; and Secretary. All officers shall be or have been trustees of public libraries.

The Vice Chairman, Second Vice Chairman, and the Secretary shall progress in turn to the Chairmanship and a new Secretary be elected each year. In case of vacancies, the office shall be filled by an officer next in line of succession and the vacancies filled at the next yearly meeting.

Section 2: DUTIES

A. The Chairman shall:
1. Preside at all meetings.
2. Serve on the Executive Board of NLA
3. Appoint committees
4. Submit an annual report to the NLA in accordance with its bylaws
5. Be responsible for providing leadership and coordination among Section officers and members
6. Be empowered to delegate duties to officers or members
7. Cooperate with the Nebraska Public Library Commission, the NLA and the Public Librarians Section in planning spring regional workshops and in any other way that will carry out the purposes of this Section and contribute to total library services throughout the state
8. Contribute trustee notes to the NLA Quarterly

B. The Vice-Chairman shall:
1. Serve in absence of the Chairman
2. Succeed to office of Chairman at close of annual Section meeting
3. Serve on Section Executive Committee and perform such other duties as may be assigned by the Chairman
4. Contribute trustee notes for one issue of the NLA Quarterly

C. The Second Vice Chairman shall:
1. Succeed to office of Vice-Chairman, at close of annual Section meeting
2. Succeed to office of Vice-Chairman or Chairman in case of vacancies
3. Serve on Section Executive Committee and perform such other duties as may be assigned by the Chairman

continued on next page

4. Serve as ALTA legislative contact for Nebraska. ALA membership is a prerequisite and will be provided by the NLA Trustee Section

D. The Secretary shall:
1. Maintain an orderly file of Section documents
2. Record the minutes of the annual Section meeting and of the Executive Committee meetings
3. Prepare and distribute agenda, program notices and other pertinent documents at the direction of the Chairman
4. Serve on Section Executive Committee and perform such other duties as may be assigned by the Chairman

Section 3: ELECTIONS

A. Nominations for officers shall be by a nominating committee consisting of the immediate past Chairman and two other persons appointed by the Chairman.
B. Nominations of the Committee shall carry consent of nominee.
C. Nominations from the floor shall be accepted, provided that nominee is present or has submitted his written consent to be nominated.
D. Elections shall be held annually at the regular Section meeting during the annual convention of NLA.
E. The term of office shall be from the conclusion of one annual meeting to the end of the next or until a successor is elected.
F. No officer shall serve more that one year in each office except in case of vacancies when he shall succeed to the office and serve his own term as well.

Section 4: THE EXECUTIVE BOARD

A. Shall consist of the officers and immediate past Chairman.
B. Shall meet at the call of the Chairman to implement the policy of this Section.

Article V - MEETINGS

There shall be one annual meeting which shall be held during the annual convention of the NLA and there shall be the Spring Regional Workshops held in conjunction with the Public Libraries Section and in cooperation with the Nebraska Public Library Commission.

Article VI - PARLIMENTARY AUTHORITY

Robert, Henry M., Robert's Rules of Order shall serve as the parlimentary authority for this organization insofar as it is not contrary to these bylaws and the bylaws of the NLA.

Article VII - AMENDMENTS

These bylaws may be amended by a two-thirds majority vote of those members present at any annual Section meeting, provided that the amendment(s) be distributed by the Secretary at least four weeks in advance to all members in good standing.

Any bylaw may be temporarily suspended by a two thirds vote of those members present and voting at the annual meeting.

23